Public Records Request/Report

"Streamlined" Public Records

✓ Child Care Center Inspection Reports

✓ Dairy Inspection Reports

✓ Drinking Water System Inspection Reports

✓ Food Service Establishment Inspection Reports

✓ Lists of

- Ambulance Services
- Dairy Farms
- Public Water Supplies
- Radioactive Materials Handlers
- Restaurants/Food Service Establishments

Records Never Open To Public Access

(Including, but not limited to —)

✖ Applications For Licensure

✖ Complaints

✖ Personnel Files

✖ Trade Secrets

Fees For Access To Public Records

Whenever possible, The Health Department supplies public records at little or no cost. But the agency may charge reasonable fees as follows to cover cost:

$.25 per page . . copies

$10 per hour . . clerical assistance

$40 per hour . . technical or professional assistance

$50 per hour . . automated records search

All Request Must Be Submitted In Writing To —
(Either on this form or letterhead stationery)

Office of Communications
Mississippi Department of Health
Post Office Box 1700
Jackson, Mississippi 39215-1700
Telephone 601-576-7517

Requestor Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (____)_____ Fax (____)_____

Records Requested — *(Please provide clear, concise description with dates, if applicable. Attach a separate page if needed.)*

_____

_____

_____

❏ Notify me if fee exceeds: ❏ $10   ❏ $25   ❏ $50

Agency's Reponse —   Date

Request Received By _____   _____
Title _____ Location _____

❏ "Streamlined" Records Produced and Provided
   (Send open records white copy to Communications)
   Fee For Access _____
   Fee Collected By _____   _____

❏ Request Sent To Legal Staff By _____   _____

Legal Staff —

❏ Request Approved By _____ *(Send open records white copy to Communications)*   _____
❏ Request Denied By _____   _____
   Reason _____   _____
   _____ *(Send open records white copy to Communications)*

❏ Records Produced And Provided By _____   _____
   Fee For Access _____

❏ Requestor Informed By _____   _____

❏ Fee Collected By _____
❏ Fee Closed By _____

Comments _____

_____

_____

White Copy = Communications
Yellow Copy = Requestor
Pink Copy = District/County/Office